
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: November 8, 2005

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: LINCOLN TECHNICAL INSTITUTE – INDIANAPOLIS
NEW DEGREE PROGRAMS**

Staff Recommendation

Lincoln Technical Institute – Indianapolis has submitted two new degree applications seeking the authority to award the Associate of Applied Science degree in the following programs:

AAS – Criminal Justice

AAS – Health Information Technician

The commission staff recommends that the Board of Commission grant Lincoln Technical Institute - Indianapolis the authority to award the Associate of Applied Science degree in its Criminal Justice and Health Information Technician programs.

Background Information

The programs consists of 66 semester-credit hours of training in the Criminal Justice program and 75 semester-credit hours of training in the Health Information Technician program; a minimum of 75% of the courses are in the Specialty; and, the faculty meet the criteria as stipulated in 570 IAC 1-10.1-4 Associate degrees.

Supportive Documentation

1. Degree Application
2. Instructor Qualification Record forms

September 30, 2005

VIA OVERNIGHT MAIL AND E-MAIL

Ms. Rebecca Carter
Director of Regulatory Compliance
Indiana Commission on Proprietary Education
302 West Washington Street, Room E201
Indianapolis, IN 46204

Re: Lincoln Technical Institute, New Program Applications

Dear Ms. Carter:

Enclosed are applications for Lincoln Technical Institute (LTI) to deliver two new programs by means of distance education. The programs are as follows:

- Health Information Technician – Associate of Applied Science (TAB A)
- Criminal Justice – Associate of Applied Science (TAB B)

We are requesting approval from the State of Indiana to deliver the entirety of these programs through a highly interactive online course delivery system. In addition to the enclosed applications, we are submitting the attached summary of our Online Division (TAB C) to highlight the administrative capabilities to offer these two programs through the distance education format.

Further, you will notice in our application that we do not have any faculty members hired for these two programs. This is due to our proposed first enrollment period in May 2006, which will allow for approval from our accrediting body, ACCSCT. However, it should be noted that our institution has a number of professionals within the field/industry who have expressed interest in teaching for these programs. As we hire individuals for this program, we will send the Commission an official copy of the Instructor's Qualification Record Form and supporting documentation for review by Commission staff. Finally, we understand that any future hires will have to comply with the minimum faculty criteria established in the Indiana Administrative Codes.

We appreciate your assistance with the review of the enclosed applications. We look forward to attending the Commission's meeting on November 30, 2005, to provide any additional information regarding these new program offerings. If you have any further questions, or need additional documentation, please feel free to contact me at (973) 736-9340 or via e-mail at fgiglio@lincolntech.com.

Sincerely,

Francis S. Giglio
Director of Compliance

Enclosures
c: Colt Alton
Barbara Kalinchak

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Name of Institution Lincoln Technical Institute

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form- Francis Giglio

Telephone Number 800.806.1917, ext. 49927

Date the Form was Prepared 9/29/2005

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Criminal Justice program will prepare students for a career in the criminal justice and private security industries at the federal, state, and local level. Coursework will introduce students to all aspects of the criminal justice system, and the field of private security. Criminal justice and private security is one of the today's fastest growing employment areas. The program will prepare students for jobs like local, county, and state police officer, border patrol agent, crime scene technician, corrections officer, prison guard, jailer, Transportation Security Administration Officer, U.S. Marshall, juvenile specialist, detention officer, customs inspector, loss prevention manager, crime prevention specialist, and security specialist.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

Name of Program Criminal Justice

TOTAL CREDIT HOURS: 66.0 Designate: SEMESTER HOURS: X

TOTAL CLOCK HOURS: (if applicable)

LENGTH OF PROGRAM: 81 weeks TUITION: \$22,000.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>
<u>CJS101</u>	<u>Introduction to Criminal Justice</u>	<u>3.0</u>
<u>CJS102</u>	<u>Criminology</u>	<u>3.0</u>
<u>CJS103</u>	<u>Essentials of Policing</u>	<u>3.0</u>
<u>CJS104</u>	<u>Criminal Procedure</u>	<u>3.0</u>
<u>CJS105</u>	<u>Criminal Court Systems</u>	<u>3.0</u>

CJS106	Essentials of Corrections	3.0
CJS107	Probation and Parole	3.0
CJS108	Interviewing and Interrogation	3.0
CJS109	Report Writing Fund. For Pol. & Corr.	3.0
CJS110	Crime Scene Investigation	3.0
CJS111	Criminal Investigation	3.0
CJS112	Criminal Law	3.0
CJS113	Digital Crime and Digital Terrorism	3.0
CJS201	Essentials of Juvenile Justice	3.0
CJS202	Essentials of Security	3.0
CJS203	Cultural Diversity for Criminal Justice Professionals	3.0
CJS204	Ethics in Criminal Justice	3.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

HUM105	Introduction to Critical Thinking	3.0
POL104	American Government: Structure and Political Process	3.0
SCI110	Environmental Science: Earth Resources	3.0
COM112	Communication	3.0
MTH112	College Algebra I	3.0

Number of Credit/Clock Hrs. in Specialty Courses: 51 Percentage: 77%

Number of Credit/Clock Hrs. in General Courses: 15 Percentage: 23%

Criminal Justice Course Descriptions

CJS101 – Introduction to Criminal Justice

45 Contact Hours

3.0 Semester Credit Hours

This course lays the foundation for a solid understanding of the components, processes, and functions of the criminal justice system in the United States. Topics include: history, structure, functions, and philosophy of the criminal justice system; relationship of the criminal justice system to the three branches of government; trials; sentencing; victims; the corrections system; the impact of substance abuse on crime; the use of technology to solve crimes. and the impact of multicultural and international crime.

CJS102 - Criminology

45 Contact Hours

3.0 Semester Credit Hours

This course provides an overall introduction to the principles and theory of criminology. The student will learn the processes involved in identifying and recognizing the causes and patterns of criminal behavior. The course presents the standard approaches to criminology, and the research methods used in this field. Additional topics include the biological, psychological, social, or psychiatric roots of crime.

CJS103 – Essentials of Policing

45 Contact Hours

3.0 Semester Credit Hours

Focusing on the functions of contemporary law enforcement agencies, this course provides a comprehensive overview of law enforcement's role in the criminal justice system. The course provides a highly practical yet comprehensive view of the world of policing. Topics include: history, important roles and functions, community policing, patrol, administration, organization, accountability, gangs, ethics, civil liability, trends in contemporary policing, DNA, crimes against children, cold cases, policing in Iraq, developing technologies, police subculture, and terrorism.

CJS104 – Criminal Procedure

45 Contact Hours

3.0 Semester Credit Hours

This course provides a comprehensive introduction to criminal procedure, from the point where individuals first come into contact with the police, all the way through to appeal. Traditional criminal procedure topics, including search and seizure as well as interrogation and identification procedures are covered in this course. Recognizing that criminal procedure consists of much more than interactions between the police and criminal suspects, this course discusses the pretrial process; the roles of defense attorneys, prosecutors, and grand juries; plea bargaining and guilty pleas; rights of criminal defendants at trial; and appeals and habeas corpus. The material focuses on the constitutional rights of criminal suspects, as interpreted by the U.S. Supreme Court.

CJS105 – Criminal Courts

45 Contact Hours

3.0 Semester Credit Hours

By illustrating the important work of judges, juries, prosecutors, and defense attorneys, this course offers a practical overview of the United States criminal court system. Topics include: processing of offenders, arrest, charging, and booking, the trial process, sentencing, the appeal process, and other important issues.

CJS106 – Essentials of Corrections

45 Contact Hours

3.0 Semester Credit Hours

Providing a survey on the contemporary American Corrections system, this course focuses on crime, courts, corrections, and law enforcement. Structure for the content presents three specific challenges facing the criminal justice community today: 1) the need for public order and safety contrasted with the constitutional and procedural rights of the individual; 2) diversity at all levels; and 3) the double-draw of technology in promoting faster detection and apprehension, while offering additional opportunities to criminals. Specific topics include: patterns of crime, crime causation, definition and description of Corrections; the rule and types of law; history and structure of policing history; management of policing organizations, and legal aspects of policing.

CJS107 – Essentials of Probation and Parole

45 Contact Hours

3.0 Semester Credit Hours

This course is an overview of the complex world of probation and parole. It explores the cutting-edge of both practice and theory with regard to adult and juvenile probation, institutions, and parole. Students will have an understanding of probation and parole as well as be able to negotiate the real world in which those aspects of the criminal justice system exist and be aware of the complex and often confusing issues with which today's practitioners must grapple. This course will examine the changing role of probation and parole in community corrections, the role of probation & parole officers, preparing pre-sentence reports, learning the language & terminology of the field, and intermediate sanctions.

CJS108 – Interviewing and Interrogation

45 Contact Hours

3.0 Semester Credit Hours

This course provides a practical interviewing guide for persons who work in the Criminal Justice system. Specific topics include: Interview preparation, nonverbal communication, types of interviewees, multicultural interviewing, the basic skills model for interviewing, communication of empathy, use of speed and pacing, and immediacy, concreteness, confrontation and assertion skills. Emphasis is on the practice of techniques that are taught in the course.

CJS109 – Report Writing Fundamentals for Police and Correctional Officers

45 Contact Hours

3.0 Semester Credit Hours

This course covers the basics of English for police and correctional officers whose skills are in need of improvement. Students are introduced to report writing to augment and improve their police training. Students learn what an official report is, why it is important that reports be clear, complete, thorough and accurate and why having a notebook available is important on an investigative call.

CJS110 – Crime Scene Investigation

45 Contact Hours

3.0 Semester Credit Hours

Presenting theories and fundamental techniques of the investigative process, this course provides a basis for understanding the careful handling of the crime scene. Topics include processing the crime scene, techniques of gathering information, techniques for collecting evidence, preserving evidence, accurate reporting, presenting evidence in court, and the processing of incidents.

CJS111 – Criminal Investigation

45 Contact Hours

3.0 Semester Credit Hours

This course in criminal investigation is geared toward the practical application of investigative tools, concepts, and protocols. Students are introduced to the history, concepts, methods, and processes of standard criminal investigation. Topics covered in the course include: history of criminal investigation, basic concepts, methods of investigation, collecting evidence, interrogating witnesses and suspects, laboratory and technical services, ethical considerations, conducting the search of a crime scene, reporting, and effective methods of surveillance.

CJS112 – Criminal Law

45 Contact Hours

3.0 Semester Credit Hours

Beginning with the historical evolution of criminal law, this course discusses the nature of criminal offenses against persons, property, and the public. The course also analyzes the types of criminal defenses, legal and social dimensions of crimes, and an in-depth view of offenses against public order and public morality. Topics include the purpose, nature and history of law, characteristics of the adversarial system, the elements of crime, and criminal defenses such as justifications, excuses, and insanity.

CJS113 – Digital Crime and Digital Terrorism

45 Contact Hours

3.0 Semester Credit Hours

This course covers the etiology of the digital crime and digital terrorism problem, including the types of crimes and acts of terrorism that are committed using computers, networks and the internet. Students are introduced to the ways in which the computer revolution has altered the techniques used to commit some of the most common white-collar offenses, including embezzlement, corporate espionage, money laundering and fraud. Included is the emerging area of identity theft crimes and computer viruses and malicious programming code. Students learn how law enforcement investigates digital crime and digital terrorism, collect evidence and prosecute digital crime.

CJS201 – Juvenile Justice

45 Contact Hours

3.0 Semester Credit Hours

This thorough overview of the juvenile justice system includes: an introduction to juvenile justice, delinquency theories, categories of offenders, intake, adjudication and processing, treatment, emerging trends, and juvenile correction alternatives. Attention will also be given to the elements and considerations involved in prosecutorial decision making.

CJS202 – Essentials of Security

45 Contact Hours

3.0 Semester Credit Hours

This course will examine security-related concerns and concepts including: the history of private security, applying security principles in different settings, asset protection, information and computer security, security management, emergency planning, and integrated policing efforts.

CJS203 – Cultural Diversity for Criminal Justice System

45 Contact Hours

3.0 Semester Credit Hours

This course will introduce students to the appropriate policies and procedures governing how they will perform functions such as law enforcement, victim assistance, crime prevention, community service, and treatment of deviance in a multicultural society. Students learn concepts that will be central to their basic understanding of human interaction across racial, ethnic, and cultural lines. This course will include concepts of race, ethnicity, and culture, also known as peoplehood, with brief explanations of each. Students will learn what impact peoplehood and economics have on the criminal justice system. The course will define and characterize the dynamics of cross-cultural interaction and to provide an explanation of the circumstances that have brought American criminal justice into the 21st century, summarizing historical and cultural issues while relating them to the emergency of the modern criminal justice system. The course will discuss issues affecting both victims and professionals in the criminal justice system.

CJS204 – Ethics in Criminal Justice

45 Contact Hours

3.0 Semester Credit Hours

This course provides an introduction to the study of ethical issues in policing and corrections available in the U.S. today. It looks at the peculiar ethical demands of these professions, with particular emphasis on sub-cultural constraints, and how loyalty to colleagues can sometimes cause a sacrifice of individuality. Recent findings and events, real-life ethical dilemmas, and the application of moral theories to the field of justice give students a lively and relevant approach to sometimes difficult, sensitive, and controversial material.

HUM105 – Introduction to Critical Thinking

45 Contact Hours

3.0 Semester Credit Hours

This course presents students with techniques to develop their critical thinking skills. Topics include the six sequential steps of critical thinking, the importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate an improvement in their ability to apply critical thinking skills to real world situations.

POL104 – American Government: Structure and Political Process

45 Contact Hours

3.0 Semester Credit Hours

This course is designed to provide students with the fundamentals of American government. The course defines politics, and identifies beliefs and ideologies. Students will explore the origins and structure of the American government from colonialism to independence. The students will study the Declaration of Independence, Constitution, and methods for ratifying Constitutional change. Topics will also include defining Federalism, Civil Rights legislation and a brief study in political parties. Campaigns and Elections will also be discussed along with discussing the impact that the Media can directly influence the political process.

SCI110 – Environmental Science: Earth Resources

45 Contact Hours

3.0 Semester Credit Hours

This course is designed to provide students with a basic scientific overview of how nature works and how things in nature are interconnected. This course explores the study of the earth's natural resources. Topics include the study of how air, water, soil, natural energy, and the minerals are critical and related parts of the earth's interconnected systems.

COM112 – Communications

45 Contact Hours

3.0 Semester Credit Hours

This course introduces students to effective strategies for oral and written communication. Topics presented include the communication process, types of documents, listening techniques, as well as English usage and mechanics and nonverbal communication. Upon successful completion of this course students should be able to identify the causes of communication success and failure, apply principles of grammar to writing, deliver oral presentations, and list steps to plan and develop effective documents.

MTH112 –College Algebra I

45 Contact Hours

3.0 Semester Credit Hours

This course is designed to introduce Algebra including solving equations and problem solving using Algebra. The student will work with graphs, linear equations and functions. The student will also use systems of equations to solve problems. Inequalities and problem solving using polynomial functions will be discussed and explored. The student will work with and solve equations using rational expressions.

III. LIBRARY: Please provide information pertaining to the library located in your institution.

Lincoln Educational Services Corporation has engaged with ProQuest Company to offer students access to ProQuest's fully online database of full-text, full-image journals across a wide range of subject areas, including business, medicine, education, computing, science and technology, among others. Each online student will receive a login and password during their initial phases of online coursework.

The database Lincoln has subscribed to is called ProQuest 5000. Each course will have a direct link to the ProQuest online resource.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The online library is available twenty-four hours a day, seven days a week. ProQuest provides toll-free technical support and search assistance from 8 a.m. to midnight Eastern Standard Time, seven days per week.

2. Number of volumes of professional material:

ProQuest 5000 contains nearly 10,000 unique titles, as well as many content subsets, including:

ABI/INFORM Complete

The ABI/INFORM Global database contains content from thousands of journals that help researchers track business conditions, trends, management techniques, corporate strategies, and industry-specific topics worldwide.

Coverage dates: 1971 – present.

Research Library

Research Library provides access to full-text journals across a wide range of subject areas, including business, medical, political science, education and psychology.

Coverage dates: 1971- present

ProQuest Newsstand

ProQuest Newsstand offers one of the world's largest digital newspaper collections, including over 500 dailies, including U.S. state, regional, national, and international titles.

Full text coverage for news sources from around the world.

ProQuest Career & Technical Education

Students and faculty members can use this database to research virtually any vocational/technical topic, Aeronautics, Agriculture, Allied health, Auto mechanics, Building trades, Child development,

Computing, Electronics, Health careers, Nursing, Public safety, Retailing, and Sales.

Coverage dates: 1987-present.

ProQuest Computing

ProQuest Computing offers a wide range of computing journals designed for any research environment that needs access to comprehensive coverage of computer topics.

Coverage dates: 1986-present.

Other Subsets

Pharmaceutical News Index, ProQuest Accounting & Tax Database, ProQuest Asian Business™, ProQuest Banking Information Source, ProQuest Education Journals™, ProQuest European Business™, ProQuest Religion™, ProQuest Telecommunications™

3. Number of professional periodicals subscribed to:

ProQuest 5000 contains nearly 10,000 unique titles, as well as many content subsets. Please see the above list for a full range of the content available to the online students.

4. Other library facilities in close geographical proximity for student access:

If the online student desires and resides within a close geographical presence to one of Lincoln's 32 ground campuses around the country, they will have access to the ground campus library. The online students will be permitted to arrange a visit to a ground based library to further support their learning activities.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**** Include all supporting documentation pertaining to the qualifications of each instructor.****Total # of Faculty in the Program: 0 Full-time: 0 Part-time: 0**

We are currently pursuing an aggressive model to hire qualified faculty. A number of professionals within the field / industry have expressed interested in teaching for this program. We are currently evaluating each member's qualification to determine if they will be hired to teach. As we hire individuals for this program, we will send the Commission an official copy of the Instructor's Qualification Record Form. In addition to hiring qualified faculty, all faculty members are put through a thorough distance education training program.

Code	Course Title	Faculty
CJS101	Introduction to Criminal Justice	To Be Hired
CJS102	Criminology	To Be Hired
CJS103	Essentials of Policing	To Be Hired
CJS104	Criminal Procedure	To Be Hired
CJS105	Criminal Court Systems	To Be Hired
CJS106	Essentials of Corrections	To Be Hired
CJS107	Probation and Parole	To Be Hired
CJS108	Interviewing and Interrogation	To Be Hired
CJS109	Report Writing Fundamentals for Police/CorrectionalOfficers	To Be Hired
CJS110	Crime Scene Investigation	
	To Be Hired	
CJS111	Criminal Investigation	
	To Be Hired	
CJS112	Criminal Law	
	To Be Hired	
CJS113	Digital Crime and Digital Terrorism	
	To Be Hired	
CJS201	Essentials of Juvenile Justice	
	To Be Hired	
CJS202	Essentials of Security	
	To Be Hired	
CJS203	Cultural Diversity for Criminal Justice Professionals	To Be Hired
CJS204	Ethics in Criminal Justice	
	To Be Hired	
HUM105	Introduction to Critical Thinking	To Be Hired
POL104	American Government: Structure an Political Process	To Be Hired
SCI110	Environmental Science: Earth Resources	To Be Hired
COM112	Communication	To Be Hired
MTH112	College Algebra I	To Be Hired

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Name of Institution Lincoln Technical Institute

Name of Program Health Information
Technician

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form- Francis S. Giglio

Telephone Number 800.806.1917, ext. 49927

Date the Form was Prepared 9/29/2005

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to prepare students with a strong foundation on which to build a successful career as a competent entry-level Health Information Technician. The Associate Degree curriculum emphasizes the technical component of providing a variety of health information services. This well rounded curriculum is designed to provide the students with knowledge and skills in the technical areas of the insurance industry, computer technology, federal and state regulations, coding techniques, basic office administration, anatomy, physiology, and medical terminology, as well as skills necessary to analyze, present, abstract, code, store and retrieve health care data for the support of enterprise operations. Students will also learn the value of ethical and professional behavior in the work place, and the necessity for the confidentiality of patient information.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Technician

TOTAL CREDIT HOURS: 75.0 Designate: SEMESTER HOURS: X

TOTAL CLOCK HOURS: _____ (if applicable)

LENGTH OF PROGRAM: 75 weeks TUITION: \$20,750.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
<u>MED 101</u>	<u>Anatomy and Physiology I with Medical Terminology</u>	<u>6.0</u>	
<u>MED 102*</u>	<u>Anatomy and Physiology II with Medical Terminology</u>	<u>6.0</u>	
<u>BC101</u>	<u>Medical Administration Principles</u>		<u>4.5</u>

HD111	Computers and Software Applications as Productivity Tools	4.5
BC103*	Coding and Third Party Billing	4.5
BC104*	Hospital Billing Process	4.5
BC105*	Advanced Coding and Third Party Billing	3.5
BC106*	Health Record Management	5.5
HIT101*	Foundations of Health Information Technology	3.0
HIT102*	Principles of Law and Ethics of Health Information Management	3.0
HIT203*	Healthcare Statistics and Registry	3.0
HIT204	Healthcare Delivery System	3.0
HIT205*	Principles of Organization and Supervision	3.0
HIT206*	Performance Improvement	3.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

CRM100	Customer Service	3.0
POL104	American Government: Structure and Political Process	3.0
SCI110	Environmental Science: Earth Resources	3.0
HUM105	Introduction to Critical Thinking	3.0
COM112	Communication	3.0
MTH112	College Algebra I	3.0

Number of Credit/Clock Hrs. in Specialty Courses: 57 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 18 Percentage: 24%

Health Information Technician Course Descriptions

MED101 - Anatomy and Physiology I with Medical Terminology

90 Contact Hours

Lecture 90 Hours

6.0 Semester Credit Hours

This course provides the students with introduction to the basic structure of the body and its anatomical and clinical division. Upon completion of this course students will have basic knowledge of the Cell, Tissue, Skeletal System, Muscular System, Nervous System, Special Senses, Cardiovascular as well as Respiratory. Emphasis is placed on the medical terminology related to each system. At this time basic concept of medical terminology is introduced, such as root word, prefix and suffix. Furthermore, along with learning anatomy and physiology of the mentioned above body systems, the student will learn necessary medical terminology related to those systems as well as diagnostic and laboratory testing.

MED102 - Anatomy and Physiology II with Medical Terminology

90 Contact Hours

Lecture 90 Hours

6.0 Semester Credit Hours

Upon completion of this course students will have a basic knowledge of the Endocrine System, Digestive System, Reproductive System, Urinary System, Blood/Lymphatic as well as Integumentary System. The student will also learn the oncology and radiology concept and diagnostic tests comparable to all systems. Additionally, this course provides students with study of medical terminology. At this time the student will continue to utilize basic concept of medical terminology introduced previously, such as root word, prefix and suffix. Furthermore, along with basic anatomy and physiology of the mentioned above body systems, emphasis will be placed on the student learning necessary medical terminology related to those systems as well as diagnostic and laboratory testing.

Prerequisite – MED101

BC101– Medical Administration Principles

90 Contact Hours

Lecture 45 Hours

Lab 45 Hours

4.5 Semester Credit Hours

This course provides the student an overview of the billing/coding specialist profession, their responsibilities as well as technical qualification. The course defines medical-legal terms and the different types of laws that govern medical facilities. HIPAA regulations are extensively discussed. General concept of insurance and health insurance terms is introduced. In this course students will also learn basic administrative procedures relevant to the billing professions such as appointment scheduling and developing an insurance claim. Basic concept of managed care and keyboarding is also introduced in this course.

HD111 – Computers and Software Applications as Productivity Tools

90 Contact Hours

Lecture 45 Hours

Lab 45 Hours

4.5 Semester Credit Hours

Students in this course will learn how computer operations and software applications, such as word processing, spreadsheet, database, and presentation software work together to increase productivity in the workplace.

HIT Course Description Cont.

BC103 - Coding and Third Party Billing

90 Contact Hours

Lecture 45 Hours

Lab 45 Hours

4.5 Semester Credit Hours

This course is aimed at teaching basic coding and third party billing. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 claim instructions and is then introduced to managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers' compensation. The student receives practice in preparing claims using the Medisoft program.

Prerequisites – MED101, MED102, BC101

BC104 – Hospital Billing Process

90 Contact Hours

Lecture 45 Hours

Lab 45 Hours

4.5 Semester Credit Hours

This course is aimed at teaching coding and third party billing for a hospital environment. The concepts of ICD-9, CPT-4, and HCPCS level II and modifiers coding systems are utilized. The student learns the UB-92 claim form instructions and is then introduced to hospital environment, hospital facilities and government and accreditation agencies such as NCQA, JCAHO, and URAC. The student receives practice in preparing claims using the Medisoft program and case simulation process.

Prerequisites – MED101, MED102, BC101, BC103

BC105 – Advanced Coding and Third Party Billing

90 Contact Hours

Lecture 15 Hours

Lab 75 Hours

3.5 Semester Credit Hours

This course is aimed at helping the student to apply coding knowledge to practice. By simulating the professional coding experience, using over 600 cases, this course provides a more in-depth understanding of physician and hospital based medical coding to help the student pull the right information from documents, select the right codes, and determine the correct sequencing of those codes. The student receives practice in preparing claims using the Medisoft program.

Prerequisites – BC103, BC104

BC106– Health Record Management

90 Contact Hours

Lecture 75 Hours

Lab 15 Hours

5.5 Semester Credit Hours

In this course the student will be introduced to the medical records and their content. Reasons and principles of documentation are also introduced as well as the importance of maintaining accurate records. The equipment and supplies needed in a health record area of the office are presented and students learn how to properly set up files. Students are introduced to basic filing rules, techniques and procedures. The course also covers correspondence and legal aspects or record request and release.

Prerequisite – BC101

HIT Course Description Cont.

HIT101 – Foundations of Health Information Technology

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course is aimed at teaching a general structure of the health management profession and its organizational processes as well as the purpose and responsibilities of AHIMA (American Health Information Management Association) and JCAHO (Joint Commission on Accreditation of Health Organizations). Emphasis is placed on managing all documentation requirements and the content of the health records. Additionally, the student will learn the major difference between data and information, structure of the ORYX system, and health information standards. The concept of the secondary data source is also discussed.

Prerequisite – BC106

HIT102 –Principles of Law and Ethics of Health Information Management

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course focuses on the core ethical obligations of Health Information Technology professionals to protect the patient's privacy and confidential communication and how it affects the decision making process. Students are also introduced to the step-by-step process that the HIT can use to make appropriate choices and justifications from an ethical perspective. Due to the diverse duties and the fact that Health Information Technicians work with professionals and departments within the health care organization, this course also emphasizes the legal aspects of the Health Information Management profession. It will define the legal necessity of health records and familiarize the students with specific federal and state laws, our court system, and pertinent legal terminology commonly used in this profession. HIPAA rules and regulations and their influence on the health record field are also reviewed and analyzed.

Prerequisite – BC101

HIT203– Healthcare Statistics and Registry

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course presents the concept and techniques related to statistical analysis of data, descriptive rates and basic research methods used for hospitals, communities, and clinical research. The focus of this course is on the collection, interpretation, presentation, and reporting of medical statistics with emphasis on reliability and validity of data. The importance of the health care statistics in relation to management, decision-making, governmental agencies, quality assessment, and research will be discussed. Vital and public health reporting and statutory and regulatory requirements, as well as specialized registry, are also covered.

Prerequisite – MTH112

HIT Course Description Cont.

HIT204 – Healthcare Delivery System

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course provides students with the historical overview of the healthcare system from ancient times until present. The focus of this course is placed on providing the student with the understanding and ability to assist in the implementation of the Integrated Delivery System (IDS) within healthcare organizations so as to provide a full range of health care services. Additionally, along with the IDS implementation, students will learn a continuum of care protocol, i.e. right care, right time, and the right provider. During this course the student will also be introduced to the decision making structure and organization; as well as how to provide support for the different decision makers in the healthcare organization, including executives, managers, supervisors, and clinicians.

HIT205 – Principles of Organization and Supervision

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

The course includes a study of the management theories and practices essential to efficient management of a health information department. The following will be covered: basic management principles, organizational charts, productivity, budget preparation, development of policies and procedures, job description, performance evaluation, minutes, in-service, leadership, unions, and cultural diversity in the workplace. The course focuses on typical managerial practices such as development of a budget for a department, scheduling layout, conducting in-service training, interviewing, advising and other administrative/organizational activities performed at the supervisory level.

Prerequisite – HIT104

HIT206 – Performance Improvement

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

The course includes a study of healthcare organization strategies used to meet the challenges brought about by change. The focus is on the primary goal of improving customer service and patient care and at the same time maintaining the organization's financial stability. Additionally, this course is designed to help the students to prepare for the HIT rewarding career by reviewing all the aspects of the profession. The review within the course includes cognitive multiple-choice questions that reinforce all the topics learned within the program. During this course students will also research the qualification requirements for the AHIMA organization.

Prerequisite – MED101 through HIT105

CRM100 – Customer Service

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

Many companies are looking for “well rounded” individuals who can exhibit good technical skills and exhibit the soft skills needed for both external customers and internal customers. This course is designed to provide a learning experience in customer service and customer relations. Students will gain a better understanding of what companies will expect of them as employees and how they can make an impact on business. Students will learn about customer service so that they can be more successful upon graduating and gaining a new position in their career field.

HIT Course Description Cont.

POL104 – American Government: Structure and Political Process

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course is designed to provide students with the fundamentals of American government. The course defines politics, and identifies beliefs and ideologies. Students will explore the origins and structure of the American government from colonialism to independence. The students will study the Declaration of Independence, Constitution, and methods for ratifying Constitutional change. Topics will also include defining Federalism, Civil Rights legislation and a brief study in political parties. Campaigns and Elections will also be discussed along with discussing the impact that the Media can directly influence the political process.

SCI110 – Environmental Science: Earth Resources

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course is designed to provide students with a basic scientific overview of how nature works and how things in nature are interconnected. This course explores the study of the earth's natural resources. Topics include the study of how air, water, soil, natural energy, and the minerals are critical and related parts of the earth's interconnected systems.

HUM105 – Introduction to Critical Thinking

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course presents students with techniques to develop their critical thinking skills. Topics include the six sequential steps of critical thinking, the importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate an improvement in their ability to apply critical thinking skills to real world situations.

COM112 – Communications

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course introduces students to effective strategies for oral and written communication. Topics presented include the communication process, types of documents, listening techniques, as well as English usage and mechanics and nonverbal communication. Upon successful completion of this course students should be able to identify the causes of communication success and failure, apply principles of grammar to writing, deliver oral presentations, and list steps to plan and develop effective documents.

MTH112 –College Algebra I

45 Contact Hours

Lecture 45 Hours

3.0 Semester Credit Hours

This course is designed to introduce Algebra including solving equations and problem solving using Algebra. The student will work with graphs, linear equations and functions. The student will also use systems of equations to solve problems. Inequalities and problem solving using polynomial functions will be discussed and explored. The student will work with and solve equations using rational expressions.

III. LIBRARY: Please provide information pertaining to the library located in your institution.

Lincoln Educational Services Corporation has engaged with ProQuest Company to offer students access to ProQuest's fully online database of full-text, full-image journals across a wide range of subject areas, including business, medicine, education, computing, science and technology, among others. Each online student will receive a login and password during their initial phases of online coursework.

The database Lincoln has subscribed to is called ProQuest 5000. Each course will have a direct link to the ProQuest online resource.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The online library is available twenty-four hours a day, seven days a week. ProQuest provides toll-free technical support and search assistance from 8 a.m. to midnight Eastern Standard Time, seven days per week.

2. Number of volumes of professional material:

ProQuest 5000 contains nearly 10,000 unique titles, as well as many content subsets, including:

ABI/INFORM Complete

The ABI/INFORM Global database contains content from thousands of journals that help researchers track business conditions, trends, management techniques, corporate strategies, and industry-specific topics worldwide.

Coverage dates: 1971 – present.

Research Library

Research Library provides access to full-text journals across a wide range of subject areas, including business, medical, political science, education and psychology.

Coverage dates: 1971- present

ProQuest Newsstand

ProQuest Newsstand offers one of the world's largest digital newspaper collections, including over 500 dailies, including U.S. state, regional, national, and international titles.

Full text coverage for news sources from around the world.

ProQuest Career & Technical Education

Students and faculty members can use this database to research virtually any vocational/technical topic, Aeronautics, Agriculture, Allied health, Auto mechanics, Building trades, Child development, Computing, Electronics, Health careers, Nursing, Public safety, Retailing, and Sales.

Coverage dates: 1987-present.

ProQuest Computing

ProQuest Computing offers a wide range of computing journals designed for any research environment that needs access to comprehensive coverage of computer topics.

Coverage dates: 1986-present.

Other Subsets

Pharmaceutical News Index, ProQuest Accounting & Tax Database, ProQuest Asian Business™, ProQuest Banking Information Source, ProQuest Education Journals™, ProQuest European Business™, ProQuest Religion™, ProQuest Telecommunications™

3. Number of professional periodicals subscribed to:

ProQuest 5000 contains nearly 10,000 unique titles, as well as many content subsets. Please see the above list for a full range of the content available to the online students.

4. Other library facilities in close geographical proximity for student access:

If the online student desires and resides within a close geographical presence to one of Lincoln's 32 ground campuses around the country, they will have access to the ground campus library. The online students will be permitted to arrange a visit to a ground based library to further support their learning activities.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 0 Full-time: 0 Part-time: 0

We are currently pursuing an aggressive model to hire qualified faculty. A number of professionals within the field / industry have expressed interested in teaching for this program. We are currently evaluating each member's qualification to determine if they will be hired to teach. As we hire individuals for this program, we will send the Commission an official copy of the Instructor's Qualification Record Form. In addition to hiring qualified faculty, all faculty members are put through a thorough distance education training program.

Code	Course Title	Faculty
MED 101	Anatomy and Physiology I with Medical Terminology	To Be Hired
MED 102	Anatomy and Physiology II with Medical Terminology	To Be Hired
BC101	Medical Administration Principles	To Be Hired
HD111	Computers and Software Applications as Productivity Tools	To Be Hired
BC103	Coding and Third Party Billing	To Be Hired
BC104	Hospital Billing Process	To Be Hired
BC105	Advanced Coding and Third Party Billing	To Be Hired
BC106	Health Record Management	To Be Hired
HIT101	Foundations of Health Information Technology	To Be Hired
HIT102	Principles of Law and Ethics of Health Information Management	To Be Hired
HIT203	Healthcare Statistics and Registry	To Be Hired
HIT204	Healthcare Delivery System	To Be Hired
HIT205	Principles of Organization and Supervision	To Be Hired
HIT206	Performance Improvement	To Be Hired
CRM100	Customer Service	To Be Hired
POL104	American Government: Structure and Political Process	To Be Hired
SCI110	Environmental Science: Earth Resources	To Be Hired
HUM105	Introduction to Critical Thinking	To Be Hired
COM112	Communication	To Be Hired
MTH112	College Algebra I	To Be Hired

Appendix C – Summary of Administrative Capabilities of Lincoln’s Online Division

Institutional Readiness for Distance Education

For the programs to be offered fully online, the program’s learning information will be transferred through audio, graphics, animation, assessment and interactivity (both student-to-student and student-to-instructor). The LTI online courses can be accessed via any computer that has Internet access and a web browser.

Lincoln Tech has partnered with an educational software company, eCollege, to provide the technical infrastructure to support the online delivery of these courses and programs. eCollege specializes in building a highly interactive online course delivery system. The eCollege delivery platform provides a user-friendly and intuitive interface that clearly shows each student their learning path and objective, as well as provides a healthy communication medium for course collaboration. The same eCollege system that facilitates full online programs at DeVry University, Kaplan University, and Laureate Education will be used to facilitate the online learning at LTI.

Administering Distance Education through LTI’s Online Division

To facilitate the online distance education courses and programs, the Online Division will employ a detailed course development and delivery process to maximize student satisfaction and learning outcomes.

Course Development

To ensure high quality courses are delivered, the online division will utilize a combination of instructional design experts collaborating with subject matter experts and content developers. The Online Division uses instructional design methodologies including those adopted by Robert Gagne, an adult learning and instructional design expert. Gagne’s Nine Events of Learning will be used to guide the development of each course:

1. Gain Attention
2. Inform Learner of Objectives
3. Stimulate Recall of Prior Learning
4. Present Stimulus Material
5. Provide Learner Guidance
6. Elicit Learner Performance
7. Provide Feedback
8. Assess Performance
9. Enhance Retention and Transfer

Regarding the two programs we are proposing for online delivery, Health Information Technician and Criminal Justice, the Online Division is confident the programs’ learning objectives will be met through means of distance education. To ensure the success of the two proposed programs, each online course will first have a subject matter expert outline a curriculum plan to meet the program’s objectives. Based on that curriculum plan, a trained instructional designer will create a story-board to illustrate how the exercises, activities and lecture-based material will be conceptually conveyed and taught to the student online.

After developing the story-board, it is reviewed with a subject-matter expert in the given field to ensure it accurately represents all components of the curriculum (lecture and lab). After the subject-matter expert has approved the story-board, it is then given to a developer/digital media artist to create the learning events and interaction for delivery online. These learning events consist of interactive simulations of the software and/or components used in the curriculum, which gives the student a hands-on approach to learning the material and fulfilling the objectives set forth in the program.

Additionally, based on the curriculum plan, specific learning objectives are required each week of a course. Any laboratory type of instruction that may be required occurs by instructors assigning several learning activities and exercises that directly related to the concepts as outlined in the curriculum for that week. Students access these activities throughout the week through the online campus and are required to submit their exercise to the instructor for review and grading.

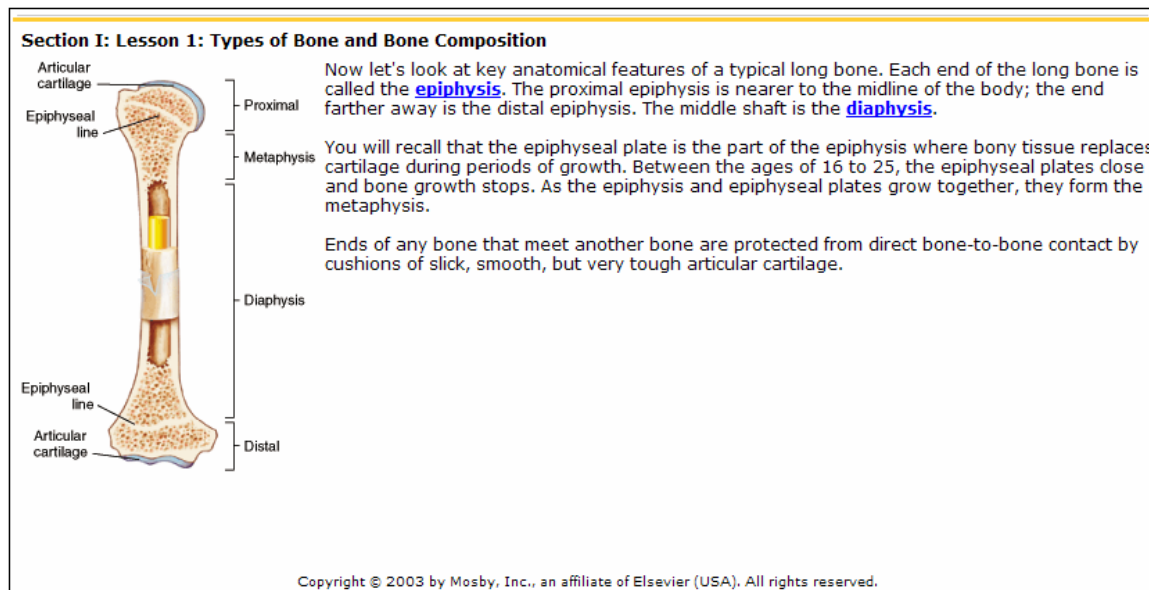
Some exercises require a detailed written explanation and other exercises require a more hands-on and interact approach to completing a learning task. Regardless of the approach, each assignment is presented to the student and submitted for feedback and directly gauges the student's knowledge and understanding of the curriculum. The instructor interacts with students throughout each week to monitor the student's progress with each specific assignment for the week.

By structuring the online course in this format, any required laboratory portion of the online course replicates the learning opportunity and hands-on training that a student could expect to receive from the laboratory portion of a residential program.

Finally, as a supplemental learning tool, each course has a weekly conference call that is facilitated by the instructor and serves as a vehicle for students to receive personalized instruction in a real-time environment. Students have the option to participate in this conference call each week to connect with their instructor and go over specific assignments / exercises that were covered during the week. The instructor feedback is also available to students who cannot attend the scheduled conference call with the instructor. Students are able to call in and hear the recording of the class discussion for up to 72 hours after the conference call.

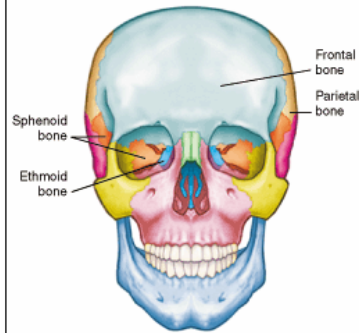
Sample Screen Shots

To support the delivery of both the Health Information Technician and Criminal Justice program through the online format, the Online Division will utilize partnerships it has with a number of different textbook publishers and content providers. As a representation of how these courses can be successfully delivered online through interaction and animated graphics, we are providing a sampling of screen shots from a variety of publishers that offer online content in the proposed programs.



(Screen shot from an Elsevier publisher online course supplement – Medical Terminology)

Section I: Lesson 2: The Axial Skeleton



There are more bones in the skull, or **cranium**, than we may be aware of. This is to accommodate all the subtle but important movements and the complex internal structures housed there. Here, then, are the basic bones of the skull:

Two parietal bones, one on each side of the head, form the roof and upper sides of the cranium, whereas the **frontal** bone forms the forehead and a roof over the eye sockets. Below this, the **sphenoid** bone forms part of the floor and walls of these eye sockets, extending to form part of the base of the skull as well. The nearby ethmoid bone forms part of the nose, orbit, and floor of the cranium.

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(Screen shot from an Elsevier publisher online course supplement – Medical Terminology)

Write It, Find It

On the right side of the vertebral column, write in the name of each of the three divisions. On the left side, number each vertebra.

Diagram of the vertebral column with empty boxes for labeling the three divisions on the right and numbering the vertebrae on the left.

Score

Items attempted 0

Correct on first try

Percent

Click any box to begin typing

Instructions **Reset**

close window

(Screen shot from an Elsevier publisher online course supplement. This image shows the interactive nature of online courses.)

Case Study

Type the correct answer into each blank.

Marvin has come to his doctor complaining of pain in his fingers, particularly in his knuckles. Marvin explains that he has worked with his hands all his life, putting together satellite dishes, working with very cold metal pieces all winter long for 23 years. He says the work makes his hands take a "real hard pounding" and that he thinks it is "catching up with him."
The physician orders x-ray films to be taken of Marvin's hands and

The nurse explains that this type of arthritis is caused by wear and tear on the joints. Marvin has this kind of arthritis: .
The narrowing of joint spaces in Marvin's fingers is caused by a loss of .
The finger bones are called the .

Score

Items attempted 0
Correct on first try
Percent

◀ Back Next ▶

Instructions

Reset

close window

(Screen shot from an Elsevier publisher online course supplement. To facilitate learning, case studies are often used to guide the student through real world scenarios that tests their knowledge and understanding of complex learning material.)



Instructions for using
the Magnifying Glass:

CMS-1500 Form

A magnification tool is available to assist you in viewing the CMS-1500 form below. To use the tool, move your cursor over the form and notice that your cursor shape changes into a Magnifying Glass icon. Hold down your left mouse button to enlarge the Magnifying Glass and view any area of the form below it.

PLEASE DO NOT STAPLE IN THIS AREA

HEALTH INSURANCE CLAIM FORM

1. MEDICARE: ☐ MEDICAID: ☐ CHAMPUS: ☐ CHAMPVA: ☐ GROUP HEALTH PLAN: ☐ FECA: ☐ OTHER: ☐

2. PATIENT'S NAME (Last Name, First Name, Middle Initial)

3. PATIENT'S BIRTH DATE: MM / DD / YY

4. INSURED'S NAME (Last Name, First Name, Middle Initial)

5. PATIENT'S ADDRESS (No., Street)

6. PATIENT RELATIONSHIP TO INSURED: Self ☐ Spouse ☐ Child ☐ Other ☐

7. INSURED'S ADDRESS (No., Street)

8. PATIENT STATUS: Single ☐ Married ☐ Other ☐

9. CITY

10. STATE

11. ZIP CODE

12. TELEPHONE (Include Area Code)

13. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)

14. IS PATIENT'S CONDITION RELATED TO: YES ☐ NO ☐

15. INSURED'S POLICY GROUP OR FECA NUMBER

16. INSURED'S DATE OF BIRTH: MM / DD / YY

17. INSURED'S SEX: M ☐ F ☐

18. NAME OR PROGRAM NAME

19d. RESERVED FOR LOCAL USE

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM

AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical information to the undersigned physician or supplier for the purpose of rendering medical services to the undersigned patient or beneficiary.

DATE MM / DD / YY

20. OUTPATIENT CLINICAL SERVICE: YES ☐ NO ☐

21. MEDICARE REASON CODE: 1-9

22. PRIOR AUTHORIZATION: YES ☐ NO ☐

23. DATE OF SERVICE: From MM / DD / YY To MM / DD / YY

24. TYPE OF SERVICE: Outpatient ☐ Inpatient ☐

25. PROCEDURE, SERVICE, OR SUPPLY: (Include Description)

26. DIAGNOSIS CODE: ICD-9-CM

27. CHARGES: \$

28. DAYS OF SERVICE: 1-7

29. RESERVED FOR LOCAL USE

(Screen shot from an Elsevier publisher online course supplement. Within the HIT program specifically, students will gain detailed knowledge of the various forms and their function within the health information processing industry.)

American Government: Structure and Political Process
Instructor: John Zurovchak

Course Admin | Gradebook | Email | Chat | Doc Sharing | Dropbox | Weblogography

http://www.nadconline.com - Untitled Document - Microsoft Internet Explorer

YOU ARE THERE
PUBLIC OPINION: EVALUATING THE DEATH PENALTY

EXPLORE YOUR OPTIONS
MAKING PUBLIC OPINION

If the President chooses to pursue the strategy of aggressively opposing the death penalty law, he needs to determine the most effective means of achieving his goals. It has been suggested to the President that the best way to have favorable public opinion is to create it. The following plan has been put forth. The President will travel throughout the nation, stopping in areas that have endured horrific murders. The President will meet with the survivors of these

Should the President use these tragedies in an attempt to shape public opinion in a manner that will support his position? **Click one:**

OPTION ONE
It would be monstrous for the President to use these tragedies to build opposition to this bill.
SELECT

OR

OPTION TWO
The President is simply using historical reality to help people realize that the bill is a bad idea.
SELECT

BACK **NEXT**

(Screen shot from a Lincoln Education developed online course – American Government. Each online course presents online based activities and simulations to make the online curriculum engaging and interactive for the student.)

American Government: Structure and Political Process
Instructor: John Zurovchak

Course Admin | Gradebook | Email | Chat | Doc Sharing | Dropbox | Weblogography

Unit 3: Public Opinion and Interest Groups - Knowledge Check

Save Answers Submit For Grade

Time Remaining: 00:59:30

1. According to Harold Lasswell, politics is: (Points: 1)
 - ☐ The failure of government to respond to citizen's needs
 - ☐ The balance between greed and corruption and justice and equality.
 - ☐ A failure of government to keep people safe
 - ☐ Who gets what, when, and how
2. A political culture is a _____. (Points: 1)
 - ☐ Club that attempts to influence governmental decisions
 - ☐ Written set of codes which dictate political action
 - ☐ Patterned set of political beliefs, ideas, and values
 - ☐ Major problem for rulers
3. A legislature made up of two chambers is called _____. (Points: 1)
 - ☐ A bivalve legislature
 - ☐ A house of representatives

(Screen shot from a Lincoln Education developed online course – American Government. Throughout each online course, there are “Knowledge Checks” to gauge the student’s grasps to of the learning content. These Knowledge Checks can present a variety of question types including: multiple choice, matching, true/false, short answer, and essay.)

American Government: Structure and Political Process
Instructor: John Zurovchak

Course Admin | Gradebook | Email | Chat | Doc Sharing | Dropbox | Webliography

Exercise: Civil Rights

Assignments

Threaded Discussion

Unit 3

Learning Objectives

Public Opinion

Exercise: Public Opinion

Interest Groups

Exercise: Interest Groups

Assignments

Threaded Discussion

Knowledge Check

Unit 4

Learning Objectives

Political Parties

Exercise: Political Parties

Elections and Campaigns

Exercise: Elections and Campaigns

Assignments

Threaded Discussion

ISBN: 0534620825

SHOW TERM FIRST
SHOW DEFINITION FIRST

SHUFFLE DECK
REMOVE CARD
SHOW ALL CARDS

Prev Card Flip Card Next Card

Electoral College

CHAPTER

PREV 8 of 15 NEXT

Term 4 (of 29 active)

(Most courses have online based “flash cards” to assist with word association within a given learning subject. This screen shot is the front side (word / term) of the flash card.)

ISBN: 0534620825

SHOW TERM FIRST
SHOW DEFINITION FIRST

SHUFFLE DECK
REMOVE CARD
SHOW ALL CARDS

Prev Card Flip Card Next Card

A group of persons called electors who are selected by the voters in each state. This group officially elects the president and the vice president of the United States. The number of electors in each state is equal to the number of each state_s seats in both chambers of Congress.

CHAPTER

PREV 8 of 15 NEXT

Definition 4 (of 29 active)

(This screen shot is the back side (term definition) of the flash card.)

Student Orientation and Technical Support

All students will complete a Student Orientation Tutorial course before taking their first course online within a given program. The Student Orientation Tutorial course covers all aspects of the technology used to deliver the courses and remains available throughout the entirety of all online courses and programs:

Outline of Student Orientation Course

- Technical Requirements
- Learning Online: An Overview
- Navigating Your Online Campus
- Navigating Your Online Course
- Communicating in Your Course
- Taking Exams and Checking Results
- Online Resources: Webliography and Document Sharing
- Help Desk / Technical Support

Additionally, the Online Division will host a teleconference orientation before the beginning of each class. Students will be encouraged to call in to the toll-free conference call to connect with school officials to answer any questions they may have about the delivery format or attending school through the online format. Any students not able to attend the live orientation call will have access to call in at a later time and listen to a recorded session of the call.

So that a student's work progress is not hindered, technical assistance is available 24 hours a day, seven days a week. Students can call, email, or submit a technical support ticket, any time they experience technical issues. A support technician promptly addresses the student's needs and ensures the student stays on track with their learning activities. A detailed log is maintained for all technical issues in order to reduce the likelihood of future occurrences, and in order to ensure timely responses.

In addition to the feature rich learning platform provided by eCollege, the online staff and courses offered online at Lincoln Technical Institute will be supported by several technology solutions. These solutions will help create reliable processes for students at a distance. Students will be able to complete most of their admissions and financial aid application through an interactive online admissions/financial aid center. After students have started school, they will also have access to several tools to support them in communicating with school officials and instructors at a distance.

Facilitating the Distance Education Course

The online distance education courses are **not** delivered in a self-paced format. All online courses will be delivered in an instructor-led environment with instructors regularly drawing on student-to-student and student-to-teacher interaction to facilitate learning. Students have access to the instructor via the online delivery system, e-mail and phone if needed.

The online delivery system includes several communication tools to help facilitate discussion and interaction in each class. Each of the following features is available in each online course:

- **Announcements** – Instructors may post course specific announcements to be viewed by all students in the course.
- **Threaded Discussions** – In threaded discussions, students respond to a topic or question given by the Instructor, and also read and respond to comments posted by other students.
- **Email** – Students can send an email to their Instructor or to other students in the course.
- **Dropbox** – Using the Dropbox, students can submit assignments and receive Instructor feedback on their assignments.

- **Journal** – Students may post writings that only the student and their Instructor will have access to, or the student can make private journal entries that only the student can view.
- **Chat** – Students/Instructors may utilize the course specific chat feature that creates a real time chat session with any students who have also entered the chatroom.
- **ClassLive** – ClassLive is another real time feature that has a whiteboard, equation editing, drawing, and chatting capabilities.
- **Calendar** – Students may use the Calendar feature to post their own events or appointments, plus view items/assignments that their instructor has posted in the course.

Evaluations / Student Feedback

At the end of each course, an online evaluation form is completed by the student and submitted to the school for review. This is done to obtain feedback on various elements of the course including the adequacy and accessibility of the student resources and services and the effectiveness of the assigned instructor. School administrators will monitor the adequacy and accessibility of the student resources on a regular basis to make sure they are maintained and functional.

Student Services and Academic Success

The Online Division will employ a Student Services staff dedicated to students completing their course work through distance education. Students taking distance education courses will have access to the same level of services as those students attending the residential campus. Specific services include:

- **Academic Advisement/Tutoring:** The instructor is responsible for tutoring students as needed. This is done either by phone, by email, or via the online course delivery system. There are several learning activities throughout each week of the course to allow the student and instructor to interact and identify best practices.
- **Grading:** The LTI online courses will include quick knowledge checks as well as detailed learning assessments. The knowledge check point activities are auto-graded through the online system and feedback is provided to the student instantly. The detailed learning assessments are graded by the instructor and all instructor graded items are provided to the student within 24-48 hours. Feedback is provided on an individual basis. Student grades are given to the Online Administrative Assistant for entering into the school's database system.
- **Financial Aid:** An Online Financial Aid Advisor is assigned to each student to process applications, provide information and answer questions as needed.
- **Book and Materials Delivery:** Once a student has enrolled for the program, the books needed for the course are mailed directly to the student, along with any supplementary material, in order for the student to have the material a minimum of one week before starting the course.
- **Student Advising:** Advising is done primarily by phone and/or email, however advising can also take place via the online delivery system. A toll-free 800 number is available to allow students easy access to advising via phone.
- **Learning Resources:** The Online Division has an expansive online library system through ProQuest. This system enables students to access ProQuest's fully online database of full-text, full-image journals across a wide range of subject areas, including business, medicine, education, computing, science and technology, among others. Each online student will receive a login and password during their initial phases of online coursework. The database

Lincoln has subscribed to is called ProQuest 5000. Each course will have a direct link to the ProQuest online resource. ProQuest 5000 contains nearly 10,000 unique titles, as well as many content subsets, including:

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Full text coverage for news sources from around the world.

ProQuest Career & Technical Education

Students and faculty members can use this database to research virtually any vocational/technical topic, Aeronautics, Agriculture, Allied health, Auto mechanics, Building trades, Child development, Computing, Electronics, Health careers, Nursing, Public safety, Retailing, and Sales.

Coverage dates: 1987-present.

ProQuest Computing

ProQuest Computing offers a wide range of computing journals designed for any research environment that needs access to comprehensive coverage of computer topics.

Coverage dates: 1986-present.

Other Subsets

Pharmaceutical News Index, ProQuest Accounting & Tax Database, ProQuest Asian Business™ ProQuest, Banking Information Source, ProQuest Education Journals™, ProQuest European Business™, ProQuest Religion™, ProQuest Telecommunications™

Students will be provided with both email and telephone contact information for each service. Online students wishing to meet with school personnel are always welcome at the campus.

Faculty Preparation and Development

The school provides instructors with initial and ongoing training for both full time and part time faculty members. The Online Division aims to hire faculty that have previous online teaching experience, however, regardless of their background, special training pertaining specifically to distance education is provided to all new faculty members that teach online.

Before being permitted to teach a course online, a faculty member will be required to complete the school's Faculty Training Program for Distance Education. This program is designed to ensure the faculty member is able to facilitate an online course using the interactive delivery system. The training educates faculty members on the delivery system and each faculty member must demonstrate their knowledge before being approved to teach a distance education course. This method of training serves as a quality assurance for students enrolling into the programs.

If appropriate, instructors may be required to take any number of online courses/workshops to familiarize themselves with the concepts involved in online learning. These workshops focus on a variety of instructional concepts designed to strengthen the facilitation and outcome of the distance education courses / programs. Such workshops may include:

- ◆ Teaching Online Courses
- ◆ Effectively Managing Your Online Course
- ◆ Lincoln College Online Campus Student Orientation Tutorial
- ◆ Facilitative Learning
 - ◆ Define facilitation role and responsibility
 - ◆ Compare and contrast the characteristics of LTI's online students as compared with traditional higher education schools
 - ◆ Demonstrate the ability to facilitate learning
- ◆ Facilitating Online Learning
 - ◆ Adult Learners
 - ◆ Tips for success in the online environment
 - ◆ Techniques for bridging the distance gap
- ◆ Course Management
 - ◆ Describe the rhythm of a typical unit and how it affects successful learning
 - ◆ Recognize the relationship between the online module and the faculty member's syllabus
 - ◆ Syllabus components & formats
 - ◆ Explore principles of effective classroom and discussion management
- ◆ Assessment of Student Learning
 - ◆ Define the Online Division's grading philosophy and criteria
 - ◆ Explain the importance of accurate and timely student feedback

In addition to any training that may be recommended or required, all instructors shall have certain material resources made available for them for the entirety of their online teaching assignments:

- ◆ Developing and Teaching Online Courses with eCollegeAU+ (Handbook)
- ◆ Instructional Design Tutorial (Online Course)
- ◆ Online Course Instruction Policies (Document)
- ◆ 24/7 Help Desk (Toll-free Telephone Hotline)

Most importantly, instructors teaching online courses may contact the designated Online Division faculty advisor to provide counsel relating to course delivery, student issues, or technology concerns.

Summary

The Lincoln Technical Institute, Indianapolis Campus is requesting to offer the two proposed programs, Health Information Technician and Criminal Justice, through a highly interactive online course delivery format. We have begun to build an expansive distance education staff with over 15 years of combined distance education experience. We believe we can implement and successfully administer the two proposed programs through distance education.